



219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1700 | [education.vermont.gov](http://education.vermont.gov)

## MEMORANDUM

TO: Superintendents, Principals, and Human Resources Personnel  
FROM: Office of Educator Licensing  
SUBJECT: 2014 Renewals  
DATE: 6/17/14

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The 2014 renewal cycle will close June 30, 2014. At this time, renewal applications are being processed in date order considering the date the Agency receives the application. Processing of renewal applications is taking several weeks and is expected to continue through July 2014. Educators renewing their license(s) in 2014 should be 'held harmless' considering verification of licensure for employment.

At any time, Superintendents, Principals, and Human Resource officers can visit the *Vermont Online Licensing System for Educators* and check on an educator's current credentials by following this procedure:

1. Go to <https://alis.edlicensing.vermont.gov/login.aspx>
2. Click on 'To search for an educator'

A screenshot of the Vermont Online Licensing System for Educators login page. The page has a light blue background. On the left, there is a white box titled "USER LOGIN" containing fields for "Login Name" and "Password", a "Forgot Login/Password" link, a green "Login" button, and a link for "Existing and previously licensed Vermont Educators Register Here". Below this box is a link for "Never held an Educator License in Vermont? Click here" and another link "To Search For an Educator Click here". A blue arrow points from the "To Search For an Educator Click here" link to the "USER LOGIN" box. To the right of the login box, there is a welcome message, a section for "Attention Educators Renewing in 2014" with detailed instructions and a contact email, a section for a second Field Test, a section for "Educators" with contact information, and a section for "Superintendents" with contact information. At the bottom, there is a "We accept:" section with logos for VISA, DISCOVER, MasterCard, and echeck.



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3. Fill in the educator's name in required fields, and/or the type of license or endorsement you wish to view. Then click on the 'search' tab.



**Educator Search**

**Educator Search**

Last Name:  First Name:  Middle Name:   
License Type:  Endorsement:

**Search Results**

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4. You will be able to view the type of license an educator holds, the endorsement(s), any limitations or restrictions, and the date the license expired **for current endorsements ONLY.**



**Educator Search**

**Educator Search**

Last Name:  First Name:  Middle Name:   
License Type:  Endorsement:

**Search Results**

Educator Name	License Type	Subject Limit	Grade Limit	License Restriction	Endorsement	Expiration Date
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Health Education	06/30/2020
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Physical Education	06/30/2020

1-2 of 2 records

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5. This information is generated directly from the *Vermont Online Licensing System for Educators*, a secure portal, that is current in real time, *and which also serves as an appropriate means of ensuring whether an educator possesses a valid Vermont educator's license.* If you have further questions, please contact Susan Yesalonia, Education Programs Manager, Vermont Agency of Education, at 802-479-1723 or [susan.yesalonia@state.vt.us](mailto:susan.yesalonia@state.vt.us).